



SharePoint™ Authorization Form for Users

Production Access

To establish an account that enables your agency to edit website content via Microsoft SharePoint 2010, you must first register with Kentucky.gov. You can do so by visiting <http://www.kentucky.gov/subscribercenter/> and completing the self-registration process.
*Note: If you have previously registered for either the **Newsroom** or the **Calendar** you do **NOT** need to re-register. Once you have registered with Kentucky.gov, complete the information below.*

Test Access

If your website is under development and you need access to manage content on a test site, you will need to obtain a separate account at <https://secure.test.kentucky.gov/g2p/kii.g2p.portal.web.pages.sso/registration.aspx>

Should you have questions while completing this form please contact Jonathan Keeler at (502) 875-3733 or jonathan@kentucky.gov

User Information

For additional users please copy this page as needed.

Name: _____

Agency Name: _____

Phone Number: (_____) _____ Email Address: _____

Kentucky.gov username: _____

Environment

☐ Test ☐ Production ☐ Both

Website Role / Permissions (choose one)

☐ Member (Author) ☐ Approver (Editor) ☐ Designer* ☐ Owner**

*Designers can edit lists, document libraries, and pages in the site. Designers can create Master Pages and Page Layouts in the Master Page Gallery and can change the behavior and appearance of each site in the site collection by using master pages and CSS files.

** Owners have full control permissions to the site.

Restricted Areas: _____

Management Authorization

Print Name: _____

Signature: _____

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